

MINNESOTA SECRETARY OF STATE OFFICE

Mary Kiffmeyer, Secretary of State

ORIGINAL

February 24, 2005

State HAVA Funding Reports
U.S. Election Assistance Commission
1225 New York Avenue, NW – Suite 1100
Washington, DC 20005

Election Assistance Commissioners:

Enclosed is the Financial Status Report for the state of Minnesota regarding HAVA Section 101 funds for the reporting period of January 1, 2004 to December 31, 2004.

Minnesota did not receive funding for HAVA Section 102.

This report includes the Standard Form 269 (Long Form) and a narrative of the activities funded and how they conform to our submitted State Plan.

Sincerely,


Mary Kiffmeyer
Minnesota Secretary of State

#22805-698

FINANCIAL STATUS REPORT

(Long Form)

(Follow instructions on the back)

1. Federal Agency and Organizational Element to Which Report is Submitted General Services Administration		2. Federal Grant or Other Identifying Number Assigned By Federal Agency HAVA Title 1 Payments		OMB Approval No. 0348-0039	Page of 1 1 pages
3. Recipient Organization (Name and complete address, including ZIP code) Office of the Minnesota Secretary of State 100 Rev. Dr. Martin Luther King Jr. Blvd., 174 State Office Building, St. Paul, MN 55155					
4. Employer Identification Number [REDACTED]		5. Recipient Account Number or Identifying Number		6. Final Report <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	7. Basis <input type="checkbox"/> Cash <input checked="" type="checkbox"/> Accrual
8. Funding/Grant Period (See instructions) From: (Month, Day, Year) 10/29/2002		To: (Month, Day, Year) 12/31/2004		9. Period Covered by this Report From: (Month, Day, Year) 10/29/2002 To: (Month, Day, Year) 12/31/2004	
10. Transactions:		I Previously Reported		II This Period	
		III Cumulative			
a. Total outlays		952,801.00		4,084,642.04	
b. Refunds, rebates, etc.		0.00		0.00	
c. Program income used in accordance with the deduction alternative		0.00		0.00	
d. Net outlays (Line a, less the sum of lines b and c)		952,801.00		4,084,642.04	
Recipient's share of net outlays, consisting of:					
e. Third party (in-kind) contributions		0.00		0.00	
f. Other Federal awards authorized to be used to match this award		0.00		0.00	
g. Program income used in accordance with the matching or cost sharing alternative		0.00		0.00	
h. All other recipient outlays not shown on lines e, f or g		0.00		0.00	
i. Total recipient share of net outlays (Sum of lines e, f, g and h)		0.00		0.00	
j. Federal share of net outlays (line d less line i)		952,801.00		4,084,642.04	
k. Total unliquidated obligations				276,342.96	
l. Recipient's share of unliquidated obligations				0.00	
m. Federal share of unliquidated obligations				276,342.96	
n. Total Federal share (sum of lines j and m)				5,313,786.00	
o. Total Federal funds authorized for this funding period				5,313,786.00	
p. Unobligated balance of Federal funds (Line o minus line n)				0.00	
Program income, consisting of:					
q. Disbursed program income shown on lines c and/or g above				0.00	
r. Disbursed program income using the addition alternative				0.00	
s. Undisbursed program income				0.00	
t. Total program income realized (Sum of lines q, r and s)				0.00	
11. Indirect Expense		a. Type of Rate (Place "X" in appropriate box) <input checked="" type="checkbox"/> Provisional <input type="checkbox"/> Predetermined <input type="checkbox"/> Final <input type="checkbox"/> Fixed			
		b. Rate 19 Percent	c. Base 454,618	d. Total Amount 86,372.00	e. Federal Share 86,372.00
12. Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation. This indirect expense is the cost of the office lease.					
13. Certification: I certify to the best of my knowledge and belief that this report is correct and complete and that all outlays and unliquidated obligations are for the purposes set forth in the award documents.					
Typed or Printed Name and Title Mary Kiffmeyer, Minnesota Secretary of State				Telephone (Area code, number and extension) (651) 296-2079	
Signature of Authorized Certifying Official 				Date Report Submitted February 23, 2005	

Help America Vote Act (HAVA) Financial Status Report For January 1 – December 31, 2004

Minnesota received \$5.3 million in Title I funding. As of December 31, 2004, the amount of \$5,037,443 was spent on Section 101 improvements. Since Minnesota does not have any punch card or lever voting machines, no funding for Section 102 was received or spent. The funds have been spent in accordance with Section 10 of the Minnesota State Plan for HAVA regarding Title I Payments, which states as follows:

State of Minnesota HAVA State Plan - Section 10 Title I Payments

“Section 10 of the Minnesota State Plan provides, “if the State received any payment under Title I, a description of how such payment will affect the activities proposed to be carried out under the plan, including the amount of funds available for such activities” as required by Public Law 107-252, Help America Vote Act of 2002, Section 254(a)(10).”

10.1 Use of Title One Payments

“The State of Minnesota will use HAVA Title I funds to plan, develop, and implement a uniform statewide voter registration system to meet HAVA Title III requirements.”

Minnesota's Anticipated Federal and State Funds:

Fiscal Year	Federal Funds Authorized	Federal Funds Appropriated	Minnesota Share*	5% Match
2003 Title I	\$650 million	\$650 million	\$5.3 million	Not required

* Minnesota's share is based on a HAVA formula using a voting age population of 1.71 percent of total US voters. Figures are estimates.

“The system will:

- provide a unique identifier for every voter in the system;
- coordinate with other State agency's databases to permit verification of registration data;
- identify ineligible registrants;
- provide increased system access for local election administrators;
- permit the administration of requirements for voters who register by mail; and
- accommodate the use of Minnesota driver license numbers and Social Security information as identifiers in voter records.”

“System development will also modify existing system elements and functionalities to preserve system integrity, ensure quality and be sufficiently robust to support increases in the number of users.”

“Minnesota also will use the funds under HAVA Title I to carry out one or more of the activities delineated in Section 101 of HAVA, and, if funds remain, HAVA Title III requirements.”

In the calendar year 2004, the Title I funds were expended as follows:

Category	2004
1. Modify Statewide Voter Registration System	\$3,652,566
2. Provide Assistance to Persons with Ltd. Proficiency	\$ 14,669
3. Improve polling place accessibility	\$ 97,065
4. Train Local Election Officials	\$ 33,323
5. Prepare training materials	\$ 38,647
6. Develop complaint procedures	\$ 3,512
7. Develop State Plan	\$ 244,859
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Total Calendar Year 2004	\$4,084, 624

1. Modify Statewide Voter Registration System \$3,652,566

- Developed and implemented the Statewide Voter Registration System. A work group consisting of members from MN OSS Elections, MN OSS Computer Services and local election officials was formed to provide assistance and feedback during the development of the system.

Expenditure includes the necessary development staff (both internal and external), hardware, software, training supplies and other development activities SVRS

2. Provide Assistance to Persons with Ltd. Proficiency \$14,669

- New HAVA Compliant Voter Registration applications were designed. The applications are available on the Secretary of State website as a fillable-form and then printed.
- Application was translated and is available in 6 languages on the website: English, Hmong, Russian, Somali, Spanish and Vietnamese.
- Audio and Braille instructions for filling out the application are also available.
- Registered and provided a booth at over 25 cultural events throughout the state to promote voter registration and education.
- Translated and provided polling place posters in 4 languages.

3. Improve polling place accessibility \$ 97,065

- Worked in conjunction with the MN State Council on Disabilities to develop and implement a polling place assessment tool for local election officials to use for accessing the needs in their locations to apply for the HAVA EAID Disability Grant.

- Developed and implemented grant program to local jurisdictions for making polling place improvements.

4. Train Local Election Officials **\$33,323**

- Sponsored and held a 2-day conference for local election officials to provide training, direction and discussion on HAVA activities. The program covered such topics as absentee balloting, voter registration administration, Election Day training, polling place accessibility and accessibility training, UOCAVA and demonstrations of the new Statewide Voter Registration System.
- Conducted multiple training sessions using video conference satellite offices facilities through the Minnesota National Guard.
- Developed and provided election judge training via video, CD and DVD medium.

5. Prepare training materials **\$38,647**

- Printed materials for conducting elections.
- Developed and provided voter outreach video for high school students.

6. Develop complaint procedures **\$3,512**

- Design and development of HAVA Election Complaint Form and the procedure for processing the complaint.

7. Develop State Plan **\$244,859**

- MN OSS staff salaries to cover HAVA-related activities.
- Printing and distribution of new HAVA Compliant Voter Registration applications.
- Designed and developed radio and television Public Service Announcements for voter outreach. Printing and distribution of new HAVA Compliant Voter Registration applications.
- Published new HAVA Rules legislation.
- Developed and implemented Statewide Voter Registration System interface to the Department of Public Safety for matching Driver's License information.

All activities conform to the Minnesota State Plan as was certified by Governor Tim Pawlenty in Sept. 2004. The State Plan was finalized and published via the State Register and the Federal Register. All HAVA milestones have been met to-date.